

Guidelines and Procedures for Fiscal Year 2010 International Food Relief Partnership Transportation, Delivery and Distribution Applications

The International Food Relief Partnership (IFRP) is a USAID program to support the production, stockpiling, transportation, delivery, and distribution of shelf-stable, prepackaged foods by U.S. non-profit and Public International Organizations. These guidelines and procedures apply to grant proposals for transportation, delivery and distribution of IFRP products.

Grant awards under the IFRP program are authorized by section 208(a)(2) of the Food for Peace Act, 7 U.S.C. § 1726b(a)(2), and will be made and governed in accordance with these guidelines and procedures and Part 226 of Title 22 of the Code of Federal Regulations.

Eligibility Requirements

To be eligible for a grant, an organization must be a U.S. non-profit organization (as described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of the Internal Revenue Code of 1986) or a PIO.

Proposal Timing

There will be one application review cycle during Fiscal Year 2010. **Completed applications must be received by Food for Peace, per instructions below, no later than 5:00 p.m. (EDT) on June 1, 2010. Applications received after 5:00 p.m. (EDT) on that date will not be accepted.**

Applications will be reviewed, and it is anticipated that applicants will be notified of award decisions within approximately sixty (60) days of the application deadline.

These procedures apply to both new applicants and current grantees seeking consecutive years of funding. USAID welcomes new partners for the IFRP program and encourages relevant U.S. nonprofit organizations and PIOs that have not received previous USAID funding to apply.

Submission Procedures

Applicants are requested to submit one (1) unbound copy of their submission to USAID's Office of Food for Peace via AMEX International Attn: 2009 IFRP Applications, 1300 Pennsylvania Avenue, N.W., Ronald Reagan Building, North Tower, Suite 270, Washington, DC 20004 and one (1) electronic copy of their submission in Microsoft Word to FFP at IFRP@amexdc.com. USAID will confirm receipt of proposals within two days of their arrival. USAID will forward a copy of the proposal to the USAID Mission or U.S. embassy in the proposed country of operation.

Available Products

For FY 2010, two products are available for distribution: Harvest Lentil Pro and Nutributter.

Product	Harvest Lentil Pro (404-1.0)	Nutributter
Producer	Breedlove Foods, Inc	Edesia LLC
Location	1818 North Martin Luther King, Jr. Blvd Lubbock, Texas 79403	88 Royal Little Dr Providence, Rhode Island 02904
Primary beneficiary populations	General population (e.g., maternal/child health, school feeding, hospital patients, orphans, clinics, emergency feeding, food for work)	Children 6 – 24 Months
Total Metric tons (MT) available in FY 2010	1,610	302
Maximum that can be requested in each application	Up to five 40-foot containers, which is equivalent to 93.8 MT and 6,700 boxes (each containing 14 1 kg bags)	Up to five 20-foot containers, which is equivalent to 60.4 MT and 5,500 boxes (each containing 600 20 gram sachets/servings)
Servings in maximum level	4,690,000 20 gram servings	3,300,000 20 gram servings
Suggested servings per day	20 gram serving rehydrates to one cup, 1-3 per day, determined by program goals	One 20 gram serving (equivalent to one sachet)
Further information on use and logistics requirements	http://www.breedlove.org Hope Floeck; hopefloek@breedlove.org , 806-741-0404	http://www.edesiallc.org/ Maria Kasparian: mkasparian@edesiallc.org 401-272-5521

Application Documentation

Applications must include the following: 1) proof of eligibility per requirements listed above, 2) proposal technical narrative (*in MS Word format, 12-point font, single spaced, and not to exceed 10 pages in length*), 3) detailed and summary budgets (*in MS Excel or MS Word format*) and budget narrative, 4) documentation supporting proposed indirect cost rate, if applicable (*see Budget section below for more details*), and 5) certifications regarding terrorism and lobbying.

Proposal Format

Due to the high volume of applications anticipated, Food for Peace recommends that applicants use the following suggested format in order to facilitate the review process. Regardless of format used, applications should provide the information specified under each section below.

I. Executive Summary

Provide a brief summary of the nature of the food security and nutritional situations, the proposed program, the type and amount of product requested, and the funding requested.

II. Organization Description

Provide a brief description of the organization and any/all local partner organizations. Include a brief history of the organizations' activities in the proposed country of operation and any previous experience with the distribution of food aid commodities, including previous IFRP activities, if any, in the proposed country of operation, and/or elsewhere. Please identify any other donor organizations which have previously supported or currently support the organization.

III. Situation Analysis

Present a concise description of the food security and nutritional situations in the country, proposed areas of operation, and proposed beneficiaries. Provide an explanation of why those areas have been selected and a brief description of the proposed beneficiaries, and rationale for targeting them. Provide the number of beneficiaries to be targeted, and an explanation of targeting criteria used to select them. Include any relevant statistics or assessment data (from the applicant and/or other organizations), which help explain the need for the proposed program.

IV. Program Objectives and Strategy

Provide the overall goals and objectives of the program. Briefly describe the activities to be implemented for each objective. Discuss how an IFRP grant would contribute to addressing the problem of food insecurity presented in the situation analysis, and how the IFRP activities enhance or are integrated into the organization's ongoing program. Discuss the likely impacts of the food assistance on beneficiary well being, including health and diet, and any other likely development impacts (e.g., increased school attendance). Include a monitoring plan that outlines how the organization will track progress against its objectives, a reporting/monitoring schedule, and any plans for an internal or external evaluation of the program.

V. Implementation Plan

Provide a concise explanation of how program activities will be implemented. Outline logistical arrangements pertaining to accessing, loading, shipping, storing and distributing the product. Provide a delivery and distribution schedule and a list of proposed distribution sites. Provide an explanation of why the product requested is appropriate for the proposed target population. Describe ration size per beneficiary, and proposed distribution procedures. Include any relevant information pertaining to coordination with the host government, other organizations, or other program activities that complement the use of IFRP products.

VI. Budget and Budget Narrative

Provide a detailed budget, including a breakdown of costs within the following line item categories (headquarters and field personnel; transport, storage, and handling; local

travel; other direct costs; and indirect costs, if applicable – see below), funding sources for each cost (e.g., IFRP grant, host government contributions, organization's private contributions), total amount and description of any non-federal cost-share, and documentation substantiating proposed indirect cost rate if application contains indirect costs. (Note: *Applications may only include indirect costs if an organization has an established Negotiated Indirect Cost Rate Agreement (NICRA)*). Provide a summary budget containing a summary of the estimated line item categories from the detailed budget. Include a budget narrative that briefly explains each line item. Include a calculation of any non-federal contributions to the program, either in-cash or in-kind.

Additional Guidance

Proposals for Harvest Lentil Pro should be for one country. Proposals for Nutributter may be up to three countries. The larger number of countries is because the potential beneficiary population in a country (children aged 6-24 months) for Nutributter is smaller than the general population, which is the target group for Harvest Lentil Pro.

All proposed grant goals, objectives and activities, along with the receipt/loading, rapid transportation, and delivery of the product in-country, must be achievable within 18 months. (In the past, due to the time required for transportation, the period of performance was 12 months. Many organizations, however, requested unfunded extensions. In order to obviate the need for such requests, and allow organizations to plan distributions for one year, the period of performance is being changed. FFP intends, however, to continue to provide new awards on an annual basis, subject to the availability of funds, and does not intend to shift to multi-year programs at this time.)

Products will be available from the manufacturers by November 1, 2010. Upon receipt of an award, grantees may contact the manufacturers to determine if the products will be available sooner.

Each application may request up to \$125,000 of funding. It is not mandatory, however, that applications request that level of funding, the maximum level of the product (see chart above), or the two in this proportion. (Note: Funding is available for costs directly associated with the movement, management and monitoring of IFRP products. Funding will not be considered for vehicle purchase, project materials, tools and office equipment.

To permit flexibility to respond to emergencies, grants will contain a provision allowing grantees to divert 25% of the product to respond to sudden onset disasters in the country for which IFRP funds were provided, without the requirement of a formal grant modification. However Grantees must notify USAID in advance of any diversion of the product for sudden onset disasters and must obtain USAID approval to divert the product. Grantees may not divert the product if informed by USAID that such diversion is inconsistent with requests from the host government, USAID Mission, or U.S. embassy.

Grant modifications, after award, for deviations from program and/or budget plans, such as to address sudden onset emergencies that require the diversion of more than 25% of the product will follow procedures set forth in Code of Federal Regulations Title 22, Part 226 section 226.25, “Revision of budget and program plans.”

In order to maximize the diversity of partners, organizations may submit no more than two applications for each product, and may not apply for multiple awards within a single country.

Review Procedures

All applications will be reviewed by a committee and scored 1-100 using the following criteria and possible points per criteria:

1. **Organization Description:** *Capacity of the organization(s) to undertake activities in the proposal*, assessed by a clear description of the organizations’ qualifications and experience, demonstrated knowledge of the country and proposed area(s) of implementation, and demonstrated experience undertaking activities of comparable complexity, including any previous IFRP experience. (15 points)
2. **Situation Analysis:** *Justification of need in the proposed country/areas of operation*, assessed by a clear description of the nature of food insecurity and nutritional challenges in the country and implementation areas, and among target populations, including effective use of relevant statistics and assessment data. (20 points)
3. **Program Objectives and Strategy:** *Technical merit of the proposal*, assessed by the inclusion of a thorough description of program goals, objectives and activities, a concise plan for tracking progress against objectives, reporting and evaluating program impact, and a clear, realistic explanation of any impact of the IFRP grant on beneficiaries, beyond feeding activities (e.g., increased school attendance or clinic visits). (30 points)
4. **Implementation Plan:** *Quality of program planning*, assessed by a clear, concise description of how activities will be carried out, realistic timeframe for delivery, storage and distribution of the product, relevant coordination issues, and evidence of thorough review of the suitability of the product in the proposed country/area of implementation and/or with the beneficiary population. (25 points)
5. **Budget:** *Quality of financial planning*, as assessed by the inclusion of detailed and summary budgets with correct calculations, the inclusion of allowed costs only, clear description of line items in the budget narrative, and organizational commitment to the program as evidenced by the inclusion or integration of non-federal resources, i.e., cost-share. (10 points)

There will be separate review committees for each product.

Notification and Award Requirements

Applications will be reviewed and it is anticipated that applicants will be notified of award decisions within approximately sixty (60) days of the application deadline. After notification of a potentially successful application, but prior to signing an award, successful applicants will be required to submit:

- A statement by the applicant assuring that the product can be imported duty-free, along with any information and associated documentation that supports the statement. Such documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post, or a Host Country Food for Peace Agreement.
- Branding Strategy and Marking Plan
- DUNS Number (Note: Applicants are encouraged to apply for a DUNS number well in advance of the application period because it may take three weeks or more to obtain the number online.)

Reporting Requirements and Program Completion

All proposed grant goals, objectives, and activities, including the receipt/loading, rapid transportation, and delivery of the product in-country, must be achievable within an 18 month timeframe or performance period. Please note that a “Results Report” will be required to be completed by the grantee either during or after the program performance period. All grantees will be contacted by USAID for submission of the Results Report. Please see the referenced link below, under additional information, for further information on results reporting.

Grantees must submit a final report within ninety (90) days of the agreement expiration date summarizing how and why the goals and objectives were met, or, if the overall goals and benchmarks were not met, an explanation of why not. The final report should focus on results achieved and should be substantiated with quantitative data as appropriate. Final reports should be submitted in electronic format to FFP at IFRP@amexdc.com.

IFRP Program Frequently Asked Questions

How many grants may I apply for?

Each organization is limited to submitting 2 applications per year for each product.

If I have received an IFRP grant agreement in the past, may I apply for another one?

Yes. There is no limit to how many IFRP grants an organization may receive throughout the life of the IFRP program.

Is preference given to returning grantees or to new partners?

No. All applications are scored solely on the information provided in the application.

Is a host country FFP agreement required?

If an organization's application is considered for funding, it is then essential that the organization provide USAID written assurance by the host-country government (country where activities are to be implemented), that all of the product will be allowed to be imported duty-free. This documentation can include, but is not limited to, written certification by the USAID Mission or U.S. embassy, or via an already existing host-country food for peace agreement.

Can faith-based organizations apply for IFRP grant agreements?

Yes. All U.S. based, non-profit organizations registered under the IRS Federal Tax Code 501(c)(3) are welcome to apply.

What if an organization cannot fit all of the information USAID is requesting into a 10 page application?

Applicants must provide all of the information as outlined in the guidelines. Please note, however, that the summary and detailed budgets, along with the budget narrative, are not a part of the 10 page technical narrative limitation.

How will USAID score an organization's application?

A technical panel reviews and scores all applications based on the criteria stated in the guidelines. There will be separate panels for each product. All scoring criteria are found in the guidelines so be sure to read them carefully and answer each thoroughly and appropriately. All applications are considered by USAID to be stand-alone documents, so each is only scored on the information contained within a submitted application and not on any other past documents or correspondence.

Since the grant performance period is for 18 months, should my program activities be for 18 months?

No. The program activities, along with all logistics of the receipt/loading, rapid transportation, and delivery of the products in-country should be within the 18 month timeframe. We recommend distributions for up to 12 months.

When will we actually receive the product once the grant has been issued?

Once a grant agreement has been issued to your organization, your organization must then initiate the shipping process. Your organization will be solely responsible for making all logistical arrangements with your own freight forwarders/shippers/handlers for the receipt/loading of the product at the producer's facility, and also, for the rapid transportation, and

delivery of the product in-country thereafter. USAID is **not** involved in this process under the IFRP program.

Do organizations have to coordinate with the USAID, or other organizations providing food aid in my proposed country of operation?

Applicants must be aware of food assistance programs in their proposed area of operations to ensure there is no duplication with other programs.

Do ocean freight costs need to be included in the \$125,000 grant limit?

Yes. All ocean freight and other associated costs being requested must be included in the proposed budget and within the \$125,000 limitation. The cost for the products is not included.

Once confirmation has been received that we have been selected to be a grant recipient can we start the planning process for the project?

Potential grantees may begin planning at any time but will only be reimbursed for costs incurred after a grant is signed.

Are there specific requirements related to managing and storing the product?

Yes. Please refer to the Commodities Reference Guide Section III: Storage / Shelf Life Specifications. Available at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/crg/sec3.htm

Additional Information

Information on malnutrition (stunting) rates can be found at:
<http://www.phnlp.com/dolphn>

Information on certifications regarding lobbying can be found at:
<http://www.usaid.gov/forms/sfllin.pdf>

Information on certifications regarding terrorism can be found at:
http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd04_14.pdf

Information about how to obtain a DUNS number can be found at:
www.dnb.com/US/duns_update/index.html

Requirements pertaining to Branding and Marking can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/branding_annex_f.pdf

Information regarding “Results Reporting” can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/fy07_results_report.html

Information pertaining to a Host Country Food for Peace Agreement can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm#211.3

Regulation 11, which governs P.L. 480 Title II, can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm

U.S. regulations governing the administration of assistance award to U.S. Non-governmental organizations can be found at: http://www.access.gpo.gov/nara/cfr/waisidx_07/22cfr226_07.html

Humanitarian charter and minimum standards in disaster response can be found at:
<http://www.sphereproject.org/>

Title II Commodities Reference Guide, Section III: STORAGE/ Shelf Life Specifications can be found at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/crg/sec3.htm